



## DEPARTMENT OF JUSTICE CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

<b>DEPARTMENT:</b>	DEPARTMENT OF JUSTICE	<b>RELEASE DATE:</b>	Thursday, July 8, 2010
<b>POSITION TITLE:</b>	Senior Assistant Attorney General, CEA, Natural Resources Law Section, Division of Public Rights	<b>FINAL FILING DATE:</b>	Wednesday, July 21, 2010
<b>CEA LEVEL:</b>	SENIOR ASSISTANT ATTORNEY GENERAL, C.E.A. (5739)	<b>EXTENDED FINAL FILING DATE:</b>	
<b>SALARY RANGE:</b>	\$10,275.00 - \$11,556.00 / Month	<b>BULLETIN ID:</b>	07012010_1

### POSITION DESCRIPTION

Under the direction of the Attorney General, the Chief Deputy Attorney General, and the Chief Assistant Attorney General, The Senior Assistant Attorney General (SAAG) is responsible for planning, directing and organizing the Natural Resources Law Section statewide within the Division of Public Rights. The SAAG functions as both a program administrator and legal expert in highly specialized and complex areas of natural resources law where the impact on the public is extremely broad and pervasive. The public policy issues dealt with by the SAAG are critically important to the people of the state and nation. Many of these issues require legal research, negotiations and representation in legal proceedings of several years duration. Specifically, the position represents state agencies responsible for enforcing and administering the laws and programs that protect California's environment and natural resources, including the California Environmental Quality Act and laws concerning water and air quality, water rights, recycling, waste management, fish and game regulation, natural resource damages, timber harvesting, oil spills and Department of Food and Agriculture matters. As a member of the executive management team, the SAAG consults with the Chief Assistant in the development and formulation of legal and litigation policy and program objectives; has personal responsibility for personnel management and employee utilization, provides direction and guidance to subordinates through the supervising deputy structure, may personally assist subordinates in complex litigation; prepares annual budget requests and performs ongoing programmatic monitoring and reporting functions.

### MINIMUM QUALIFICATIONS

Membership in The State Bar of California. (Applicants must have active membership in The State Bar before they will be eligible for appointment.) and Ten years of experience performing legal duties, four years of which must been at a level of responsibility equivalent to Deputy Attorney General III. The four years of experience at the Deputy Attorney General III level must be obtained in California state service. Applicants who have completed nine and one-half years of the required total legal experience and three and one-half years of the required experience comparable to the

Deputy Attorney General III level may be admitted into the examination but must complete the required 10 years' total legal experience and the four years of experience at the Deputy Attorney General III level before they will be eligible for appointment.)

Experience in the "practice of law" or "performing legal duties" or "legal experience" is defined as only that legal experience acquired after admission to The Bar.

## **KNOWLEDGE AND ABILITIES**

Knowledge of: Scope and character of California statutory law and provisions of the California Constitution; statutes and constitutional provisions governing the organization, duties, powers, and conduct of the work of the Attorney General's Office and the Department of Justice; principles of administrative and constitutional law; rules of evidence and conduct of proceedings in trial and appellate courts in California and the United States and before administrative bodies; organization, functions, and processes of the legislative branch; the State's criminal justice system; legal research methods; methods and problems involved in administering the work of a governmental law office; training principles and techniques in the production of motion pictures, television programs and other training materials; principles of supervision and personnel management; Department's equal employment opportunity Program objectives; a manager's role in the equal employment opportunity Program and the processes available to meet equal employment opportunity objectives.

Ability to: Perform and direct legal and programmatic research; plan and direct the activities of a staff of lawyers and other technical personnel; coordinate with other sections of the Department and with local jurisdictions; address an audience effectively; analyze difficult and complex legal problems; and apply legal principles and precedents to particular sets of facts; present statements of fact, law and argument clearly and logically in written and oral form; give advice and assistance as a consultant in a particular field of law; analyze and draft proposed legislative measures; handle difficult legal correspondence; establish and maintain effective communications between legislators, legislative staff members, legislative committees, the Legislative Analyst, professional law enforcement organizations, and other local, State and Federal agencies, and the Department of Justice; win the confidence and respect of members of the legal profession, local law enforcement and criminal justice personnel, and other persons contacted in the course of work; effectively contribute to the Department's equal employment opportunity objectives.

## **DESIRABLE QUALIFICATION(S)**

1. Ability to analyze complex legal problems and apply legal principles and precedents; prepare and direct the legal work of the Natural Resources Law Section before the courts or in administrative proceedings. 2. Knowledge of state and federal natural resources laws; experience in litigation and in the development and formulation of legal policies and procedures. 3. Ability to provide effective assistance and advice to the Attorney General, the Chief Deputy Attorney General, the Chief Assistant Attorney General of the Division of Public Rights, subordinates, and clients on litigation and policy matters relating to natural resources law. 4. Ability to lead, manage and supervise a legal section comprised of lawyers and other professionals. 5. Knowledge of the management policies and practices of the Attorney General's Office.

## **EXAMINATION INFORMATION**

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their

examination results. The result of this examination will be used only to fill the position of **Senior Assistant Attorney General, CEA, Natural Resources Law Section, Division of Public Rights**, with the **DEPARTMENT OF JUSTICE**. Applications will be retained for twelve months.

*The Results of this examination will be used only to fill this position.*

## **FILING INSTRUCTIONS**

Questions regarding this exam should be directed to Don Hayashida at(916)324-5043.

### **Interested applicants must submit:**

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length.
- Resumes do not take the place of the Statement of Qualifications.

### **Applications must be submitted by the final filing date to:**

DEPARTMENT OF JUSTICE, Personnel Programs/Testing and Selection Unit  
P.O. Box 944255, Sacramento, CA 9424402550  
Tia Woods | (916) 322-9765 | tia.woods@doj.ca.gov

## **SPECIAL TESTING**

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

## **GENERAL INFORMATION**

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The DEPARTMENT OF JUSTICE reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

**Class specs:** <http://www.dpa.ca.gov/textdocs/specs/s5/s5739.txt>